

BYLAWS OF TAU BETA PI
KANSAS GAMMA CHAPTER

AUGUST 1996
~~October 1991~~

Bylaw I: General

Section 1. These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

Section 2. This chapter shall conform to such rules and regulations of Kansas State University and of its college of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of Kansas State University and/or its college of Engineering, the rules of Kansas State University and/or its College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Bylaw II: Government and Officers

Section 1. The officers of this chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloguer, Editor, and Treasurer and four alumnus advisors.

Section 2. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be the President of the Chapter.

Section 3. Alumnus members of the Advisory Board shall serve four-year terms. All

officers, with the exception of the President, shall be elected to a one-semester term. The office of the President shall be filled by the Vice President of the previous semester.

Section 4. It shall be the duty of the President to act as a responsible agent and leader of this Chapter. The President shall preside at all meetings and appoint all committees (subject to approval by a majority vote of the active body). The President shall cast the deciding vote in case of a tie in all things except elections. The President shall see to it that the other officers of the Chapter perform their duties in accordance with the Bylaws of the Chapter and the Bylaws of the Association.

Section 5. The Vice President shall act in the capacity of any officer who is not present at the meeting. The Vice President shall act as a parliamentarian at all meetings. The Vice President shall be a member of all committees and chair the program committee.

Section 6. It shall be the duty of the Recording Secretary to keep the roll and minutes of the regular meetings completely typewritten, up-to-date, and in a suitable folder; to maintain a current copy of the Chapter's bylaws and provide them to any member requesting them; and to revise and make changes to the bylaws when instructed to do so by the Chapter.

Section 7. It shall be the duty of the Corresponding Secretary to carry on such correspondence of the Society as the President or any other officer or as the Constitution and Bylaws of the Association may direct.

Section 8. The Treasurer shall be in charge of all funds and bills of the Society as directed by the Constitution and Bylaws of the Association. The Treasurer shall maintain a bank account in the name of the Society.

Section 9. It shall be the duty of the Cataloguer to keep an up-to-date record of all

perspective, active, and alumnus members, including full name, home address, and college address. The Cataloguer also keeps a record of the officers of the Chapter, including the Advisory Board.

Section 10. The duties of the Editor shall be the publicizing of all Chapter meetings, the publicizing of all Chapter activities, and the publication of the Chapter newsletter.

Section 11. The Advisory Board shall have the power to formulate any necessary policies, such as the preparation of a budget, for presentation to the membership of this Society.

Section 12. The Advisory Board shall act as an advisory and judicial committee to determine the advisability of any action taken or proposed by the Society, brought before it by the petition of a minority of the Society, referred to it by a vote of the same, or considered on its own initiative. All changes in the Bylaws must be submitted to, and approved by the Advisory Board before going into effect.

Bylaw III: Meetings

Section 1. "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section 2. Notices stating clearly the time, place and purpose of each general meeting shall be posted prior to the meeting.

Section 3. The order of business at all meetings shall be as follows:

1. Roll call
2. Reading of minutes
3. Reports of officers, committees, etc.
4. Unfinished business

5. New business

6. Adjournment

Section 4. At least four of the seven the members of the Advisory Board shall constitute a quorum at meetings of the Board.

Section 5. One-half of active student members shall constitute a quorum at regular meetings. An active member may be declared inactive if he/she is absent from the election meeting without obtaining consent of a majority of the advisory board.

Section 6. A) A quorum must be present at any meeting at which a vote is taken committing the organization to any proposal. Without a quorum, meetings held at which members are inducted, proposals are submitted to the Society, matters of interest to the organization are discussed, or programs are formulated, but there shall be no formal voting on such matters.

B) Voting may be completed by mail or telephone on matters of interest brought up at meetings without quorum.

Section 7. A quorum for purposes of constitutional amendments, election of membership, elections, changing of initiation fees or chapter dues, passing assessments of student members, and disciplinary action shall consist of three quarters of the active student membership.

Bylaw IV: Committees

Section 1. A) The Society shall have standing committees on membership, initiation, program, social activities, and such other committees as the Chapter shall desire to establish.

B) The President shall provide written lists of specific duties and

responsibilities to each committee chair.

Section 2. A) The committee chairs shall be appointed by the President and subject to the approval of the Chapter.

B) The committee members shall then be appointed by the committee chair and the President.

Bylaw V: Eligibility

Section 1. The eligibility of the prospective members to the organization shall be determined from a class rank listing of all engineering students. This listing shall be an official semester copy received from the Registrar's office. The lists shall consist of sophomore, junior, senior, summer, coop-students in school or intersession, and graduate classes. Only students majoring in recognized engineering disciplines will be considered for membership; ~~engineering technology~~, computer science, information systems, and construction science majors are ineligible.

Section 2. Eligibility requirements

A) Junior class

- i. Upper 1/8 of students considered to be in junior class by credit hour requirements given below.
- ii. minimum of (60) credit hours completed.
- iii. minimum of (55) graded credit hours.
- iv. minimum of (30) credit hours taken at this university.
- v. minimum of (25) graded credit hours at this university.
- vi. completion of sophomore level engineering courses, such as Engineering Physics II or an equivalent course.

B) Senior class

- i. Upper 1/5 of students considered to be in senior class by credit hour

- requirements given below.
- ii. minimum of (90) credit hours completed.
 - iii. minimum of (82) graded credit hours.
 - iv. minimum of (30) credit hours taken at this university.
 - v. minimum of (25) graded credit hours at this university.
 - vi. completion of all sophomore level courses required in specific major.
 - vii. completion of at least two junior level required engineering courses.

Bylaw VI: Election Procedure

Section 1. A semi-annual smoker shall take place to inform prospective initiates about Tau Beta Pi.

Section 2. An election meeting will be held to allow active members to become acquainted with prospective initiates, to carry out an election of new members, and to hold a general meeting.

A candidate must be elected by an affirmative vote of at least three-fourths of active chapter memberships present at the election meeting.

Section 3. A lack of a three-fourths majority vetoes the election of a prospective initiate subject to a review by the Advisory Board.

Section 4. A unanimous favorable vote by the Advisory Board overrules a veto by the quorum for cases being reviewed. The prospective member can thus be elected after a veto.

Bylaw VII: Initiation Requirements

Section 1. All prospective initiates* shall attend and actively participate in the semi-annual smoker.

Section 2. All prospective initiates* shall attend and actively participate in the initiation project specified by the Advisory Board.

Section 3. All prospective initiates* shall complete a signature booklet. Signature booklet must be turned in at least (48) hours prior to the initiation ceremony.

Section 4. All prospective initiates not meeting initiation requirements shall be exempted from the initiation ceremony. If their eligibility is maintained until next election period, they may again be considered for election.

*all exceptions must be reviewed and approved by the Advisory Board.

Bylaw VIII: Amendments

Section 1. Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board.

Section 3. The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.